

# SEYMOUR ENGINEERING

Civil Engineers and Professional Land Surveyors



925 Tommy Munro Drive, Suite G  
Biloxi, Mississippi 39532  
Phone: 228-385-2350  
Fax: 228-385-2353  
Toll Free: 888-385-2350

October 10, 2016

Mr. Clovis Reed  
City Manager  
City of Diamondhead  
5000 Diamondhead Circle  
Diamondhead, MS 38525

**Re: East Aloha Drive Access Road Alignment No. 2  
Contractor's Pay Request No 2**

Dear Mr. Reed:

Enclosed you will find Pay Request No. 2 for the above referenced project. The work has been performed and is acceptable. We recommend to the City of Diamondhead, that Twin L Construction, Inc. be paid the requested amount of \$59,014.00. This amount represents the total work completed and stored thru 10/6/2016 less 5% retainage.

Respectfully submitted,

SEYMOUR ENGINEERING

Sincerely  
SEYMOUR ENGINEERING

A handwritten signature in black ink that reads 'Roland J. Diaz Jr.' in a cursive script.

Roland J. "Joey" Diaz, Jr., P.E. (MS 18669)  
Project Engineer

Handwritten in black ink, the initials 'CR' are written above the date '10-11-16'. Below the date is a signature that appears to be 'Klein'.

Cc: Mr. Richard Sullivan, Mr. David Rivers, Ms. Jeannie Klein, Ms. Michele Moore

## PAGE 1 OF 1 PAGE

APPLICATION NUMBER: # 2 Distribution to:

PERIOD TO: 10/06/16 ( ) OWNER

ENGINEER'S PROJECT NO: SM( ) ENGINEER

2016-5

**% Complete Time; 100**

% Complete Value: 100

11/11/2011

1. ORIGINAL CONTRACT SUM .....	\$ 292,500.00
2. Net Change by Change Orders .....	\$ -
3. CONTRACT SUM TO DATE .....	\$ 292,500.00
4. TOTAL COMPLETED AND STORED TO DATE .....	\$ 121,845.00
(Column G on continuation sheet)	
5. RETAINAGE:	
a.       5 % of Completed Work                      \$ 6,082.25	
(Col. D+E on continuation sheet)	
b.       5 % of Stored Material                      \$ -	
(Col. F on continuation sheet)	
Total retainage (Line 5a+5b or	
total in column I of continuation sheet),.....	\$ 6,082.25
6. TOTAL EARNED LESS RETAINAGE .....	\$ 115,562.75

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 56,548.73  
 been (Line 6 from prior Certificate)  
 8. CURRENT PAYMENT DUE \$ 59,014.00  
 9. BALANCE TO FINISH, PLUS RETAINAGE \$ 170,855.00  
 (Line 3 less Line 4) *R/P*  
*retain.*

1

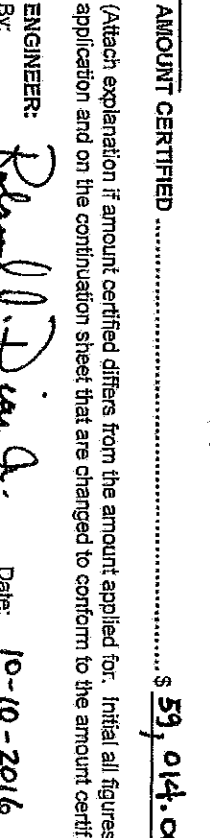
In accordance with the Contract Documents, based on on-site observations and the data c

the above application, the Engineer certifies to the owner that to the best of their knowledge

and belief the work has progressed as indicated, the quality of work is in accordance with it

**Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.**

32



\$59,014.00

the amount certifi

5

Date: 10-10-2016

## CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractors signed Certification is attached

in tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainerage for life items may apply.

APPLICATION NUMBER:

2

APPLICATION DATE:

10/06/16

PERIOD TO:

10/05/16

CITY'S PROJECT NO.:

ITEM NO.	DESCRIPTION OF WORK	QTY	UNIT	UNIT PRICE	TOTAL WORK IN UNITS			TOTAL WORK VALUE			MATERIAL PRESENTLY STORED IN E1 OR F	TOTAL COMPLETED AND STORED TO DATE (E3+F)	% (S/C)	BALANCE TO FINISH - UNITS	BALANCE TO FINISH - VALUE	RETAINAGE IF APPL.
					SCHEDULED VALUE	COMPLETED PREVIOUS THIS PERIOD	COMPLETED TO DATE (D1+D2)	COMPLETED PREVIOUS	COMPLETED THIS PERIOD	COMPLETED TO DATE (E1+E2)						
1	MOBILIZATION	1	LS	\$ 5,000.00	\$ 5,000.00	1	1	\$ 5,000.00	-	\$ 5,000.00	\$ -	\$ 5,000.00	100%	0.00	\$ -	\$ 250.00
2	TRAFFIC CONTROL	1	LS	\$ 18,000.00	\$ 18,000.00	0.4	0.33	\$ 7,200.00	\$ 5,940.00	\$ 13,140.00	\$ -	\$ 13,140.00	73%	0.27	\$ 4,860.00	\$ 667.00
3	TRAFFIC CONTROL	1	LS	\$ 16,000.00	\$ 16,000.00	0.47	0.28	\$ 7,520.00	\$ 4,480.00	\$ 12,000.00	\$ -	\$ 12,000.00	75%	0.25	\$ 4,000.00	\$ 600.00
4	SITE CLEARING	1	LS	\$ 30,000.00	\$ 30,000.00	0.64	0.15	\$ 25,200.00	\$ 4,500.00	\$ 29,700.00	\$ -	\$ 29,700.00	99%	0.01	\$ 300.00	\$ 1,465.00
5	EROSION CONTROL	1	LS	\$ 8,500.00	\$ 8,500.00	0.73	0.73	\$ 6,205.00	-	\$ 6,205.00	\$ -	\$ 6,205.00	73%	0.27	\$ 2,295.00	\$ 310.25
6	22 X 13 RACP	1	LS	\$ 5,000.00	\$ 5,000.00	1	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	100%	0.00	\$ -	\$ 250.00
7	22 X 13 FLARED END SEC.	1	LS	\$ 8,000.00	\$ 8,000.00	1	1	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ -	\$ 8,000.00	100%	0.00	\$ -	\$ 400.00
8	44 X 27 RACP	1	LS	\$ 14,000.00	\$ 14,000.00	1	1	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ -	\$ 14,000.00	100%	0.00	\$ -	\$ 700.00
9	44 X 27 SNG HEADWALL	1	LS	\$ 10,000.00	\$ 10,000.00	1	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	100%	0.00	\$ -	\$ 500.00
10	CATCH BASIN	1	LS	\$ 6,000.00	\$ 6,000.00	0.34	0.34	\$ 8,400.00	\$ 10,200.00	\$ 10,200.00	\$ -	\$ 10,200.00	34%	0.66	\$ 19,800.00	\$ 510.00
11	SUB-BASE & BASE	1	LS	\$ 30,000.00	\$ 30,000.00	0.28	0.28	\$ -	\$ -	\$ 8,400.00	\$ -	\$ 8,400.00	18%	0.72	\$ 37,300.00	\$ 421.00
12	LIMESTONE	1	LS	\$ 45,700.00	\$ 45,700.00	0.28	0.28	\$ -	\$ -	\$ -	\$ -	\$ -	0%	1.00	\$ 34,150.00	\$ -
13	2" ASPHALT BASE	1	LS	\$ 34,150.00	\$ 34,150.00	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	0%	1.00	\$ 34,150.00	\$ -
14	2" ASPHALT SURFACE	1	LS	\$ 34,150.00	\$ 34,150.00	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	0%	1.00	\$ 34,150.00	\$ -
15	ROAD STRIPING & SIGNAGE CONSTRUCTION ALLOWANCE	1	LS	\$ 18,000.00	\$ 18,000.00	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	0%	1.00	\$ 18,000.00	\$ -
16	TOTALS	1	LS	\$ 10,000.00	\$ 10,000.00	0	0	\$ 59,525.00	\$ 62,120.00	\$ 121,645.00	\$ -	\$ 121,645.00	0%		\$ 170,655.00	\$ 6,082.25

*Agenda Item 2017-012*



5000 Diamondhead Circle • Diamondhead, MS 39525-3260  
Phone: 228.222.4626 Fax: 228.222.4390  
[www.diamondhead.ms.gov](http://www.diamondhead.ms.gov)

October 11, 2016

Mayor and Council  
City of Diamondhead  
5000 Diamondhead Circle  
Diamondhead, MS 39525

Dear Councilmembers:

RE: Payments to Professional Grant Management Services, LLC for Grant Administrative Services

Attached for your review and approval are payments to Professional Grant Management Services, LLC in the total amount of \$2,000.00 for August/September 2016 grant administration services as follows:

Tidelands Kayak/Biking Trail	\$1,500.00	Inv. 1012-SMLPC
SMLP (East Aloha Access Road)	\$ 500.00	Inv. 2002-Tide

Thank you for your consideration and approval in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Clovis Reed", written in a cursive style.

Clovis Reed  
City Manager

CR:jk

attachments

# Professional Grant Management *services llc*

## STATEMENT FOR SERVICES RENDERED

### CITY OF DIAMONDHEAD TIDELANDS KAYAK/BIKING TRAIL GRANT

October 1, 2016

INVOICE NO. # 2002-TIDE

Monthly Administrative Services for August & September, 2016 rendered in Connection with the Tideland's Kayak and Biking Trail Grant.

#### Services performed:

##### August, 2016:

Prepared DMR Quarterly Report; Travel to Diamondhead to pick up "Letter of Intent" from POA and Engineering re: Easements 8/16/16; Meeting with Carl Joffe and C. Reed on Easements for Kayak Launch on 8/18/16; Reviewed emails and letters from DMR re: Mr. Randolph's response to City's Permit for Bayou Launch Kayak Site; Prepared Response for City to send to DMR re: Mr. Randolph's Letter

##### September 2016

Responded to emails from Rhonda Price on Grant Agreement for the Boater Access Kayak Launch Project; Conf. Call with Joey Diaz re: Archaeological Survey; Emails between Seymour, City and Culpepper re: MDAH Arch. Survey; Conference Call with Greg Williamson at MS Dept. of Archives re: additional info needed for Bayou Drive Kayak Launch permit; Took pictures at Bayou Drive site, downloaded and emailed to Greg Williamson at MDAH

Contract Amount	\$10,000.00
Previously billed	- 3,000.00
	\$ 5,000.00
	- \$ 1,500.00
Balance of Contract	\$ 3,500.00
2 months X \$750 = \$1,500	
<b>TOTAL CURRENT DUE:</b>	<b>\$ 1,500.00</b>

Michele Moore

MICHELE MOORE

**P.O. Box 1465 • Biloxi • MS• 39533 • 228/826-1909 •**  
**michele@pgms.ms • www.pgms.ms**

# Professional Grant Management *services llc*

## STATEMENT FOR SERVICES RENDERED

CITY OF DIAMONDHEAD  
SMALL MUNICIPALITIES LIMITED POPULATION COUNTY GRANT (SMLPC)  
*ACCESS ROAD*

OCTOBER 1, 2016

INVOICE NO. # 1012-SMLPC

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### Administrative Services for Services from August 1-Sept 30, 2016 to include:

#### August 2016

Services include: Attended bid opening, gathered documentation of bid recommendation, bid tabulation sheet, sign-in sheet from engineer; Requested contractor clearance; Prepared for and attended the Pre-Construction Meeting and gathered documents for files afterwards to send to MDA;

#### September 2016

Prepared Award Notification along with all of the bid documents and mailed to MDA for their files. Visited site to take pictures and verify work was progressing on schedule; Review and Preparation of Request for Cash for Pay Application #1; Numerous emails and phone call with the contractor and engineer to gather necessary paperwork; trip to Diamondhead City Hall to file documents in the city files for monitoring purposes;

Contract amount: \$5,295.00

Previously billed: -\$3,087.50

\$2,207.50

- 500.00

Balance of Contract \$1,707.50

2 X \$250.00 = \$500

TOTAL CURRENT DUE

\$ 500.00

*Michele Moore*

MICHELE MOORE

*Agenda Item 2017-013*



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October 10, 2016

Mayor and Council  
City of Diamondhead  
5000 Diamondhead Circle  
Diamondhead, MS 39525

Dear Councilmembers:

RE: Purchase new police unit- appropriated in FY17 Budget (State Contract 8200028462)

Approval is hereby requested to purchase one (1) 2017 Ford Police Interceptor Utility vehicle from Gray-Daniels (State Contract #8200028462) in the amount of \$33,070.00. Funds for this purchase were allocated in the FY17 budget.

Thank you for your consideration and approval in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Clovis Reed", is written over the printed name.

Clovis Reed  
City Manager

CR:jk

